



# State of Nevada

## IT Project Oversight Committee (ITPOC)

### Policy

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#### 1.0 PURPOSE

To establish a configuration management policy for information technology projects in the state of Nevada. The purpose is to ensure that the project baselines are managed and changes to the baseline are controlled. This policy requires that configuration management (CM) must be performed on IT projects in accordance with established CM procedures to ensure that controlled and stable baselines are established for planning, managing, and building IT systems. As part of this process, the integrity of the system's configuration is controlled over time, and the status and content of the baselines are known.

#### 2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

- A. Major IT projects and investments with a total cost of \$500,000 or more, including the cost of state employee time;
- B. Additional requests for funding for existing IT projects that now cause the project to have a total cost of \$500,000 or more; and/or
- C. IT projects and investments that are critical in nature or have major impact on a state organization.

#### 3.0 EFFECTIVE DATES

The requirements of this procedure are effective 90 days after sign-off by the Governor or his designee.

#### 4.0 RESPONSIBILITIES

Heads of all Nevada state executive branch organizations are responsible for their organization's compliance with the requirements of this policy.

The IT project manager has the basic responsibility for implementing the policy. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this policy.

#### 5.0 RELATED DOCUMENTS

[http://nitoc.nv.gov/document\\_index.htm#ProjectOversight](http://nitoc.nv.gov/document_index.htm#ProjectOversight) – Project

Policy 9.04(A) Project Management

Policy 9.05(A) Project Planning

Policy 9.06(A) Risk Management

Policy 9.07(A) Project Tracking

Policy 9.08(A) Requirements Management

Policy 9.10(A) Project Closeout

Standard 9.03(A) Monthly Cost Schedule Report

Standard 9.11(A) Risk Assessment and Management Report



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#### 6.0 POLICY

Configuration Management (CM) must be performed on all projects in accordance with established organizational CM procedures. These processes must ensure that controlled and stable baselines are established for planning, managing and building the system; the integrity of the system's configuration is controlled over time; and the status and content of the baselines are known.

CM involves identifying project baseline items, controlling these items and changes to them, and recording and reporting status and change activity for these items. Changes to the baseline items are controlled systematically using a defined change control process. The configuration of a system or any of the controlled intermediate or support products can be distinctly identified at any point in time.

#### OBJECTIVES:

1. Explicitly assign responsibility for CM for each project.
2. Ensure that each project has a CM plan.
3. Ensure CM work is performed according to the project plan.
4. Ensure that CM is implemented on products throughout the project's life cycle.
5. Ensure that CM is implemented for externally delivered products and for appropriate products used inside the organization.
6. Ensure that all projects have a repository for storing configuration items and associated CM records.
7. Ensure that quality assurance audits of the baselines and CM activities are performed on a regular basis.

To demonstrate compliance with this policy, the following documentation must be available, at a minimum.

- Configuration management Report

#### 7.0 EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information officer (CIO).

#### 8.0 DEFINITIONS

- 8.1 State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions
- 8.2 Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of \$500,000 or more and includes any such project that has proposed expenditures for: (1) new or replacement equipment



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or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.

8.3 **Qualified Project Manager:** An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.

8.4 **Configuration Management:** Processes including procedures and tools to control project deliverable(s) in terms of release and revision, to monitor project scope against the baseline, and manage approval on any change to the baseline. A control item is a project element that is considered a unit for the purpose of configuration management and includes such things as software modules, versions of software systems, the project design document and the project plans.

Configuration Management also encompasses:

- Change Control – the process of controlling, documenting, and storing the changes to control items
- Version Control – a method used to control the release and installation of software versions.

<b>Approved By</b>		
Title	Signature	Date
ITPOC Chair	Signature on File	6/13/02
NV IT Operations Committee Chair	Signature on File	6/13/02
Governor/Governor's Representative	Signature on file	6/30/03

<b>Document History</b>		
Revision	Date	Change
A	6/13/02	Initial release.